

## CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R00010012008808

DDS/OL/SD 30

XXXXXXXXXX

## PREPARE IN DUPLICATE

## 1. TITLE OF REPORT (if a fill-in report include Form No.)

Supplies in custody of packing and crating

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

## 3. FUNCTIONAL AREA

	PERSONNEL	TRAINING
X	LOGISTICS	SECURITY
	MEDICAL	FINANCE

## 4. NO. OF COPIES PREPARED

## 5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

## 6. DISTRIBUTION (No. of components not number of copies)

## 7. FORMAT (memorandum, form computer print-out, etc.)

## 8. ADP PROCESSING

## 9. DIRECTIVE AUTHORITY REQUIRING REPORT

YES	IF YES GIVE ADP PROCESSING NO.
NO	

## 10. PREPARING COMPONENT (include lowest level contributing information to report)

/Packing &amp; Crating

## 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
WS-8	\$5.00	X	6	=	\$30.00	X	12	=	\$360.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

## TOTAL COSTS PER YEAR

\$360.00

## 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reflects monthly status of packing and crating materials in packing and crating section, including lumber, plywood, fiberboard and other miscellaneous related material.

## 14. FUTURE GOALS

## GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
CHANGE	
DISCONTINUE	

## ESTIMATED SAVINGS

MAN-HOURS      DOLLARS

## 15. DATE OF INVENTORY

## 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

22 September 1975 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120088-8

## 16. EXTENSION